

Cancer Prevention and Nutrition Section (CPNS)
California Nutrition Network for Healthy, Active Families (Network)

V. REPORTING PROCEDURES

A. Progress Reports

A mid-term summary and comprehensive final report will be developed and submitted to the United States Department of Agriculture's Food and Nutrition services (USDA/FNS) through the California Department of Social Services (CDSS) for each federal fiscal year. The mid-term report will provide a summary of significant highlights and any substantive changes that were made during the first six months of FFY 2007. The final report will summarize the Food Stamp Program access improvements activities planned and conducted in FFY 2007.

Major areas of reporting will include activities and outcomes of the contract with the California Association of Food Banks and participating county level food banks; the ability of the food banks and affiliate community-based organizations and groups to code and track Food Stamp applications that they provided or assisted with; activities and outcomes of county level Food Stamp Program Access Improvement Teams or other coordinated Food Stamp outreach bodies to increase promotion of and participation in the local Food Stamp Program; ability of the project to actively involve *Nutrition Network*-funded Local Incentive Awardee and special project contractors in blending Food Stamp promotion and Food Stamp outreach plans, resources, and activities; the relative success of the social marketing approach to Food Stamp outreach and program access improvements.

The final report will be submitted to CDSS and USDA/FNS by November 30, 2007.

B. Claims Reports

The California Department of Health Services (CDHS) will submit claims for reimbursement to CDSS quarterly, at a minimum.

C. Budget Amendments

It is anticipated that CDHS will submit one or more plan amendments as new Food Stamp Outreach state match contributions become available through in-kind from nonprofits or from new state resources.